

Job Descriptions

The following are key leadership positions typically found in neighborhood associations. Together they make up the “Executive Committee” of an association.

President:

- Serves as chief executive officer of the association
- Assumes general responsibility for the day-to-day administration of the association
- Presides at all meetings
- Reserves the authority to authorize specific actions in promoting the association's policies

Vice President:

- Performs the duties of the President in the absence of the President
- Serves on the association executive committee
- Coordinates committee chairpersons and reports status to the association
- Assumes duties as defined by the President

Secretary:

- Maintains the records of the association
- Takes minutes of meetings and keeps a permanent and accurate record of the association discussions and actions
- Receives and handles all correspondence addressed to the association

Treasurer:

- Keeps accounts of all expenses
- Makes payments upon authorization of the Executive Committee
- Collects membership dues
- Presents a written report each month to the Executive Committee and/or general membership